

ITEM #1 Responsive Documents – ORC Region 4 - # 4

2011 Selections – GS-15 Senior Counsel Opportunities for RCRA Counseling; Clean Air Act; Enforcement, Grants, Contracts and General Law; Federal Facilities; CERCLA Cost Recovery; Senior Counsel RCEC AUSA Liaison Opportunity

Office of Environmental Accountability
Senior Attorney Selection Process and Documentation of Selections
June 2011

Positions: Six Senior Attorney (non-supervisory GS-15) positions

- Senior Counsel for Grants, Contracts, and General Law
- Senior Counsel for CERCLA Cost Recovery
- Senior Counsel for RCRA Counseling
- Senior Counsel for Clean Air Act Enforcement
- Senior Counsel for Federal Facilities
- RCEC Senior Counsel - AUSA Liaison

Applicants: 16 applicants for six positions. Six of the 16 applicants applied for multiple positions

Type of process: competitive

Components of process:

1. Application and Resume

- a. Application required narrative that briefly described (in 3 pages or less) examples of applicant's work experience addressing six established criteria. Prior work experience in an area was not a prerequisite for selection, but would be a factor (if present) in the selection process. Applications could be for multiple positions.

2. Panel Interview.

- a. **Panel make up** - Legal Management Team composed of 8 panel members:
 - All Legal Office Chiefs (6);
 - Deputy Regional Counsel; and
 - Regional Counsel
- b. **Interview questions** – a pre-established set of five questions

3. Deliberative Phase

- a. Group discussion format. For each applicant, panel members assessed the application, resume, interview, and applicant's work in the Office and whether the applicant met the six established criteria. Panel members went through each criteria for each applicant and all Legal Managers with personal knowledge of the candidate's work provided input into this discussion. Discussion involved the strengths and weaknesses of each applicant – as they related to the six criteria; the particular Senior Attorney position and whether any particular criteria was particularly important to that position; and any experience the applicant possessed with respect to the position(s) being applied for.

4. Decision-Making: Consensus-based approach. If no consensus reached, the Regional Counsel will decide in consultation with the Deputy Regional Counsel. Consensus was reached on all final selections.

5. Documentation: Written summary was made of the deliberations /decision making for each applicant/each position. The Legal Office Chief responsible for the particular Senior Attorney position being discussed was responsible for preparing the written summary of the panel's deliberations for that Senior Attorney position.

6. Notification to successful and unsuccessful applicants.

7. Public announcement (via email) and submittal of proposed selections to OECA for approval.